

Contracts Manager Office of Legal Services Management Services Division

*Washington Management Service (WMS) Employment Opportunity
Olympia, Washington*

\$80,000-\$86,000 per year, DOQ

OPENS: September 14, 2009

CLOSES: Open until filled

*Candidate evaluation will be ongoing, and applicants are **encouraged to submit materials by September 23, 2009 to ensure full consideration.** The hiring authority reserves the right and may exercise the option to make a hiring decision at any time during the announcement period.*

Agency Profile

The Washington State Department of Information Services (DIS) provides quality and reliable computing, telecommunications, video and Internet services to state and local agencies, tribal governments, educational institutions, and not-for-profit organizations.

As the technology leader for Washington State, DIS provides innovative enterprise services so that government agencies can successfully serve the public. DIS also provides support to the Information Services Board.

Position and Scope

Reporting to the Chief Legal Services Officer within the Management Services Division, the Contracts Manager provides strategic planning, enterprise level leadership and overall direction to assure the effective negotiation, establishment and ongoing contract administration in support of the statewide delivery of information technology hardware and software products and services for telecommunication and network services.

In this role, the successful candidate will apply expert knowledge of contract law including regulations governing the solicitation and acquisition of IT equipment, personal and purchases services, multi-party contracts and vendor contract management to guide and direct the work of network and telecommunication related contracts and legal issues.

In addition, this position provides advice and professional level consultation to agency level executives, managers and staff on various legal and ethics issues affecting DIS business function and policy matters.

The position is responsible for managing a team of a contract attorney and contracts support staff in their provision of contracts and acquisitions support for the agency.

Desirable Qualifications

- Juris doctor degree

- Member of the Washington State Bar Association and licensed to practice law in Washington State.
- Two years practice experience preferably in Washington state contracting, licensing, information technology, or computer law.
- Familiarity with the telecommunications industry, telecommunications technology and telecommunications law
- Experience drafting and negotiating contracts and conducting acquisitions.
- Experience supervising or managing staff.
- Demonstrated experience in information technology field (software licensing; hardware purchasing; leasing agreements; and contracts).
- Previous government experience.
- Knowledge of Washington state laws and regulations governing government contracting.
- Policy development experience.

Working for DIS

DIS is an agency on the move. With a talented workforce that has a depth of knowledge and understanding of information technology, DIS provides constructive, reliable and responsive services for a variety of public-sector clients.

DIS offers extensive opportunities for career growth and personal development through workshops, seminars, and other training opportunities as well as a tuition reimbursement program and promotional opportunities.

As one of the top ten places in the country for business and careers (Forbes' Magazine, 2007), and conveniently located at the crossroads of business and leisure, Olympia has become the preferred destination zone for business professionals in the Pacific Northwest.

[Olympia](#) is on the Puget Sound and is within easy driving distance of the rugged Olympic National Park, the city of Seattle, Mt. Rainier, Mt. St. Helens, and Pacific Ocean coastal beaches: all offering ample outdoor recreation opportunities. Home to an internationally-recognized educational institution and a vibrant arts scene, Olympia is also the location of the outstanding Farmer's Market, located at the downtown waterfront.

Employee Benefits

The State of Washington offers a comprehensive and competitive package of benefits to match the needs of our diverse workforce.

DIS eligible employees can choose from our outstanding [benefit packages](#) including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; deferred compensation plans; educational benefits program; paid holidays; Commute Trip Reduction Incentives; training; and state retirement plans.

How to apply

Interested applicants should submit a letter of interest with a detailed description of their experience as it pertains to the qualifications identified above. Please include a current resume, three professional references and a writing sample no longer than three pages.

Please send your application materials via e-mail to hro@dis.wa.gov.

Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, may call (360) 902-3543 or Telecommunications Device for the Deaf 1-800-833-6388.

Applicant Profile Form

As a separate part of the application process, you are requested to voluntarily complete and return the [Applicant Profile](#) sheet with your completed application. This information will be treated as confidential. This page will be separated from your application and used by authorized personnel only.

The Department of Information Services is an equal opportunity employer.